

Certification Policy 01-D(u): Inactive Certification Status

Original policy written September 2000

Policy updated January 2002

Updated portions are underlined

Background: 157.33 (l) does not distinguish a difference in inactive status and inactive recertification.

Rule Reference: 25 TAC, 157.33 (†) (j) and 157.34 (e)

Policy:

(a) Definitions

- (1) **Change from active to inactive status** is a requested change of an active, certified individual's existing certificate to inactive status. The request may be made anytime during the certification period. The change in status will be in effect for the remainder of the certification period and is renewable as Inactive Recertification Status (see below).
- (2) **Inactive Recertification status** is a requested change of a currently certified (active or inactive) individual or an expired certificate to inactive renewal.

(A) Currently certified

For the currently certified individual, the inactive recertification status request may be completed anytime during the 4th year of the certification period. This is to prevent stacking of inactive certificate status. The inactive recertification period begins the day after certification expiration and extends for no more than 4 years. Inactive certification status is renewable every 4 years thereafter by repeating the application process (see below).

(B) Expired certificates

A candidate whose certification has expired may apply for inactive certification status as long as the expired certification can be verified by the department ~~within 4 years of certification expiration~~. The initial inactive status period will remain in effect for up to 4 years from issue date. Inactive certification status is renewable every 4 years thereafter by repeating the application process (see below).

(b) Application process

(1) Inactive status change

To request an Inactive Status Change the candidate will submit the EMS Inactive Certification Statement, EMS Certification Application, \$25 inactive administrative fee plus the regular application fee. Volunteers are not eligible for exemption from fees if they are applying as inactive.

(2) Inactive recertification status

(A) Certified

To request inactive recertification status, the currently certified individual will submit the EMS Inactive Certification Statement, EMS Certification Application, regular application fee, plus the \$25 Inactive Administrative Fee. Individuals applying for active to inactive renewal status are required to pay the \$25 Inactive Administrative Fee. The Inactive Administrative Fee is charged to individuals each time they apply as active to inactive status or inactive recertification status. Individuals applying to renew their inactive certificate status (inactive to inactive), in a timely manner, are not required to pay another \$25 Inactive Administrative Fee.

(B) Expired certificates

To request inactive recertification status, expired individuals will submit the EMS Inactive Certification Statement, EMS Certification Application, \$25 inactive administrative fee plus the late or reentry application fee, as applicable. Volunteers are not eligible for exemption from fees if they are applying as inactive.

(C) Correction to 157.34 (e)

Rule states "To renew inactive status, an applicant holding inactive certification shall submit an application and the non-refundable fee applicable, as described in §157.33(a)(4) and §157.33(k)(1) of this title, before expiration of the inactive certification period". Reference to 157.33(k)(1) is incorrect. Should read 157.33(j)(1).

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Chief, Bureau of Emergency Management

Original signature dated November 29, 2000

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Chief, Bureau of Emergency Management

Policy update signature: March 21, 2002

POLICY 01-D(u)

(u) denotes updated policy